



PAPERWORK REQUIREMENTS



The City of Memphis requires that construction contractors implement Best Management Practices on sites to prevent polluted runoff and eroded soil from entering storm drains. Debris and chemicals can flow into local waterways through the storm drain system. This type of pollution is harmful to both humans and natural ecosystems.

See reverse for a quick-reference guide to the paperwork requirements related to pollution prevention planning.

PAPERWORK REQUIREMENTS

- ✓ **Notice of Intent** to City of Memphis and TDEC*
- ✓ **Storm Water Pollution Prevention Plan** to TDEC
- ✓ **Quarterly Inspection Reports** to TDEC
- ✓ **Notice of Termination** to City of Memphis and TDEC

Name of Site: _____

Name of Site Erosion Control Contact: _____

Date Notice of Intent Submitted: _____
(must be submitted to the City of Memphis and TDEC)

Date Construction Began: _____

Location of SWPPP copy: _____
(must be submitted to TDEC with site application)

Date Notice of Termination Submitted: _____
(must be submitted to the City of Memphis and TDEC)

Inspection Quarterly Report Submissions to TDEC

Quarter	Jan - Mar	Apr - June	July - Sept	Oct - Dec
Due Date	4/15	7/15	10/15	1/15
Year	Date Submitted			

* Tennessee Department of Environment
Conservation • (901) 368-7959